

Guidance on Complying With
FMS Export Documentation
February 11, 2005

The Defense Security Cooperation Agency (DSCA) has issued a policy on mandatory export documentation for FMS shipments being transported into country. **This does not affect shipments that have a CONUS “Ship To” Freight Forwarding address.** For CONUS Distribution Centers this affects both commercial modes and shipments through Water Ports of Embarkation (WPOE)/Air Ports of Embarkation (APOE).

CONUS Distribution Centers (DC) are already complying with the electronic submission of the Shippers Export Declaration (SED) through the Automated Export System (AES) applicable for these shipments of small parcel and freight exports. In addition, Department of State (DOS) and the Bureau of Customs and Border Protection (CBP) have agreed that a “hard copy” of the SED with FMS CASE information to be attached to the exterior of each FMS CASE shipment.

Procedures:

1. Required information for the AES when processing the SED for FMS direct shipments. Under the Add Line Item in AESDIRECT or the Commodities Tab in AESDIRECT PcLink the following information will need to be input:
 - (a) Export Code = FS: Foreign Military Sales
 - (b) Origin = Domestic
 - (c) License Type = S94: DSP-94 Foreign Military Sales (after you enter this information the screen will change to add the below information into AESDIRECT)
 - (d) Export License # = Input the FMS case #, example “AA-A-AAA”
 - (e) DDTC Registration # = G-7010 for Government equipment or G-7011 for Commercial equipment.
 - (f) DDTC SME Indicator = NO
 - (g) DDTC USML Category Code = 21: Miscellaneous Articles
 - (h) Upon processing each electronic SED, the operator will print a copy of the form 7525-V.
2. Affix peel off label onto the body of block 20 of the form 7525-V. (DDC will provide labels) Fill in the below information on the label:
 - (a) For Shipments to Canada/WPOE, circle “Commercial.”
 - (b) For Shipments to an APOE, circle “Organic DTS.”
 - (c) Insert the case number (located in block 27 of SED form 7525-V)
 - (d) Insert the name of the designated Central Case Manager (CCM) or POC and Commercial phone number. (Obtain from listing)
 - (e) Insert the location of where the Letter of Offer and Acceptance (LOA) is lodged.
 - Canada shipments are lodged at Sweetgrass, MT.
 - All others obtain the information from the Central Case Manager (CCM)

or POC

(f) Insert external transaction number (XTN). This number is comprised of the shipper's Employer Identification Number (EIN) in block 1b and TCN in block 15 of the SED.

3. Affix in envelope on the outside of the shipment.

Attachments:

1. Example of Shippers Export Directorate (SED) Form 7525-V with peel off label attached.
2. Lists of available Central Case Managers (CCM) or POC's.

Commercial Telephone Prefix's that are not listed on the attachments:

1. Defense Reutilization and Marketing Service (DRMS) 269-961-
2. Air Force 937-257-